

## Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

### Section I: Efforts to Reach Regulatory Goals

*EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government*

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWD)

Answer Yes

b. Cluster GS-11 to SES (PWD)

Answer Yes

The EEO office determined that triggers exist using the goal of 12% as the benchmark involving PWD in NRC's permanent workforce. Based on a review of demographic data, the NRC has not achieved the required Section 501 workforce goals of employing 12.00 percent PWD within the agency's permanent workforce. Although, there have been PWD staff decreases, NRC is making meaningful progress towards reaching the Section 501 goals. The EEO office determined that triggers exist using the goal of 12% as the benchmark involving PWD by grade level cluster in the permanent workforce. This determination is supported by the information uncovered and described in the following documents: • Workforce Data Table B4.num (AD Permanent), Workforce Table B6P: "Mission-Critical Occupations, • Workforce Data Table B7: "Senior Grade Levels- Distribution by Disability (Participation Rate), • Workforce Data Table B8: Management Positions (Participation Rate), and • MD-715 Part E3. Workforce Analysis, Section 1. Introduction, Subsection 1.4 "Workforce Composition", Subsection 1.4.2 "Permanent Workforce Complement", Pp. 14-16, and Subsection 1.4.4 "Analysis of Participation Rates for Women and Minorities in NRC Mission-Critical Occupations, Pp 16-29; Section 2. Analysis of Participation Rates for Women, Minorities, and Individuals with Disabilities in NRC Standard Occupations, Pp. 29-33; and Section 3. Analysis of Participation Rates for Women and Minorities in AD 13-14 Positions, Pp 33.

\*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWTD)

Answer Yes

b. Cluster GS-11 to SES (PWTD)

Answer Yes

The EEO office determined that triggers exist using the goal of 2% as the benchmark involving PWTD in NRC's permanent workforce. Based on a review of demographic data, the NRC has not achieved the required Section 501 workforce goals of employing 2.00 percent PWTD within the agency's permanent workforce. NRC is making meaningful progress towards reaching the Section 501 goals. The EEO office determined that triggers exist using the goal of 2% as the benchmark involving PWTD by grade level cluster in the permanent workforce. This determination is supported by the information uncovered and described in the following documents: • Workforce Data Table B4.num (AD Permanent), Workforce Table B6P: "Mission-Critical Occupations, • Workforce Data Table B7: "Senior Grade Levels- Distribution by Disability (Participation Rate), • Workforce Data Table B8: Management Positions (Participation Rate), and • MD-715 Part E3. Workforce Analysis, Section 1. Introduction, Subsection 1.4 "Workforce Composition", Subsection 1.4.2 "Permanent Workforce Complement", Pp. 14-16, and Subsection 1.4.4 "Analysis of

Participation Rates for Women and Minorities in NRC Mission-Critical Occupations, Pp 16-29; Section 2. Analysis of Participation Rates for Women, Minorities, and Individuals with Disabilities in NRC Standard Occupations, Pp. 29-33; and Section 3. Analysis of Participation Rates for Women and Minorities in AD 13-14 Positions, Pp 33.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	0	0	0.00	0	0.00
Grades GS-11 to SES	141	7	4.96	1	0.71

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

The NRC's policies, regulations, and procedures regarding employment of PWDs are in Management Directive and Handbook 10.13, Part V, "The NRC Program for Employment of Persons with Disabilities." The numerical goals are communicated to hiring managers and recruiters on-going through the following communication forums: (1) Annual EEO training for managers and supervisors; (2) Lunch and Learns; (3) NRC's Disability Program Strategic Project Plan (FY2019-FY 2024); (4) The Agency's 2019-2020 Disability Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities, which is posted on the NRC/OCHCO/EEO office Web Page; and (5) EEO and Human Capital Briefings. During the 2020 EEO briefing, information was presented to the Agency Heads, senior officials and management, employees at all levels, stakeholders and the public at large regarding Section 501 regulatory changes, new requirements, the numerical goals, NRC efforts, etc. During 2020, NRC participated in a number of career events that included conveyance of NRC's hiring authority related to PWD and PWTD. [see MD-715, Part E.3, "Workforce Analysis", Section 4. Recruitment, Subsection 5.4 Fiscal Year 2020 Recruitment and Advertisement Activities Pp 34-36.

## Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

### A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If "no", describe the agency's plan to improve the staffing for the upcoming year.

Answer Yes

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Architectural Barriers Act Compliance	1	0	0	Alan DeLeon Team Leader Alan.DeLeon@nrc.gov
Section 508 Compliance	0	1	0	John Beatty Section 508 Coordinator John.Beatty@nrc.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Dorothea.Washington@nrc

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Kimberly.English@nrc.gov
Processing applications from PWD and PWTD	1	0	0	Kimberly.English@nrc.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Anne Silk Reasonable Accommodation Coordinator Ann.Silk@nrc.gov

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

In 2020, the OCHCO Disability program staff participated in training sessions such as: Building Understanding of Employment of People with Disabilities in Federal Agencies (FEED); Federal Equal Employment Opportunity Laws and the COVID-19 Pandemic (EEOC); Federal Agency Telework Considerations for Employees with Disabilities (FEED); 5 Tips for Disability Hiring(Disability Solutions); Connecting Agency Practices to Federal Disability Discrimination Complaints (FEED); Resolving Complex Reasonable Accommodation Issues in the Federal Workplace (Federal Webinars-LRP Publications).

## B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer Yes

## Section III: Program Deficiencies In The Disability Program

<b>Brief Description of Program Deficiency</b>	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]
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## Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD

### A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with

targeted disabilities.

In 2020, the agency participated in a variety of recruitment outreach events designed to increase the number of qualified PWD and PWTD within the major occupations. The NRC engaged in extensive recruitment outreach, which is identified in MD-715, Part E.3 – Executive Summary: Workforce Analyses, Sec. 5. Recruitment. Subsection 5.4 “Fiscal Year 2020 Recruitment and Advertisement Activities.” To increase outreach and the number of applications from individuals with disabilities, the agency continued its partnership with Equal Opportunity Publications and GettingHired.com. Through the two partnerships, the agency participated in recruitment events and posted job vacancies on the online job board. In addition, the NRC has a profile page on <https://www.gettinghired.com/>, which is a job board that empowers job seekers with disabilities to find employment. The NRC advertises with ABILITY Corps/ABILITY Magazine, which concentrates on assistance to PWD, including PWTD. The NRC continued to partner with the U.S. Department of Defense’s Operation Warfighter (OWF) Program, which provides Federal internship opportunities in a supportive work setting to recovering service members. NRC representatives participated in OWF hiring events at Ft. Belvoir and Walter Reed National Military Center on a periodic basis. The NRC used the U.S. Department of Labor’s Office of Disability Employment Policy and the U.S. Department of Defense Workforce Recruitment Program résumé database to search for candidates for administrative assistant, information technology, and temporary summer student positions. The NRC strengthened its relationship with the Wounded Warrior Project (WWP), and in June 2020 NRC staff conducted an informational session with WWP constituents on special hiring authorities. NRC partnered with the Department of Labor’s Workforce Recruitment Program (WRP) by accessing their resume database to search for candidates for Administrative Assistant, Information Technology, and Temporary Summer Student positions.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency’s use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

The NRC uses all available and appropriate hiring authorities to recruit and hire PWD and PWTD including Special Hiring Authority that takes disability into account (similar to Schedule A Hiring Authority) to hire PWTD; and non- competitive selection of PWDs. During FY 2020, the NRC engaged in extensive recruitment outreach, which is identified in MD-715, Part E.3 – Executive Summary: Workforce Analyses, Sec. 5. Recruitment. Section 8, “Applicants and New Hires for NRC Mission-Critical Occupations” reflects 1 PWD hired General Engineering. Section 9 Internal Competitive Promotions for NRC Mission-Critical Occupations, Subsection 9.4 “Managers” reflects 1 PWD promoted to a manager position. Subsection 9.5 “[GG]-15 or Equivalent” reflects there were 2 PWD and 1 PWTD selected for GG-15 or equivalent positions. Subsection 9.6 “[GG]-14 or Equivalent” reflects there was 1 PWTD selected for GG-14 or equivalent positions. Subsection 9.10 “Nuclear Engineering” reflects the applicant selected was a PWD. (See Workforce Tables B3 and B7. Workforce Table B7: “Senior Grade Levels (Participation Rate)”

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

In accordance with NRC’s established Special Hiring Authority (Schedule A equivalent), the following steps are to be taken: 1) The hiring manager alerts the servicing Human Resources (HR) Specialist of the job opening and explains what competencies the ideal candidate should possess; 2) The HR Specialist consults with the Disability Program Manager (DPM) regarding resources available to the hiring manager with potential Special Hiring Authority applicants; 3) If available, the hiring manager reviews the resumes of the applicants, conducts interviews, and makes a selection. If there are no candidates available or the hiring manager is not satisfied with any of the Special Hiring Authority applicants presented for consideration, he/she retains the option to use other methods to fill the vacancy; 4) If a selection decision is made, the servicing HR Specialist extends the offer of employment on behalf of the agency; and, 5) Once the offer has been accepted, a start date is established to bring the candidate on board.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If “yes”, describe the type(s) of training and frequency. If “no”, describe the agency’s plan to provide this training.

Answer Yes

Information and materials have been made available to hiring managers online. During FY 2020, the OCHCO and Office of General

Counselor (OGC) in coordination with the EEO office provided training to 104 hiring managers on the use of hiring authorities that take disability into account and how to use and access resumes of qualifying individuals as part of the agency's mandatory annual (and Refresher) EEO supervisors and managers training, which was conducted four times during the year. In addition to the mandatory managers and supervisors training, OCHCO educated and trained other NRC supervisors on the use of hiring authorities, Reasonable Accommodation Plan and areas of overlap such as worker's compensation, Family Medical Leave Act, telework, ergonomics, accessibility issues, information technology, and modifications of the physical environment. In addition, the Advisory Committee for Employees with Disabilities (ACED) provided information on disability hiring authorities at their annual event in October 2019. In FY 2020, OCHCO plans to offer an online training course to new and current supervisors using the course on the OPM training wiki page entitled "A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities."

## B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

See answer provided under question 1 above. NRC purchased marketing contract packages through GettingHired.com; Ability Corps/Ability Magazine; Equal Opportunity Publications, Inc. – Careers & the disabled; and Competitive Edge Services, Inc./Corporate Gray. NRC attended career fairs sponsored by: Equal Opportunity Publications, Inc. – Careers & the disabled and Competitive Edge Services, Inc./Corporate Gray. NRC also used social networking to help recruit PWD and PWTD. Additionally, OPM's CHCO shared with NRC its list of individuals with disabilities.

## C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

- Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

a. New Hires for Permanent Workforce (PWD) Answer Yes

b. New Hires for Permanent Workforce (PWTD) Answer Yes

See answer provided in Section I Efforts to Reach Regulatory Goals.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	1787	7.55	0.00	4.20	0.00
% of Qualified Applicants	731	0.00	0.00	0.00	0.00
% of New Hires	27	11.11	0.00	0.00	0.00

- Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission- critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for MCO (PWD) Answer Yes

b. New Hires for MCO (PWTD) Answer Yes

See answer provided in Section I Efforts to Reach Regulatory Goals. For more details, see MD-715 Part E3. NRC Workforce Analysis Section 8 "Applicants and New Hires for NRC Mission-Critical Occupations," Pp. 37-40. See also Workforce Table B6P, "Mission Critical Occupations," and Table B3, "Occupational Categories-Distribution by Disability (Participation Rate).

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0343MANAGEMENT AND PROGRAM ANALYSIS	0	0.00	0.00	0.00	0.00
0801GENERAL ENGINEERING	3	0.00	0.00	0.00	0.00
0840NUCLEAR ENGINEERING	1	0.00	100.00	0.00	0.00
0905GENERAL ATTORNEY	0	0.00	0.00	0.00	0.00
1301GENERAL PHYSICAL SCIENCE	0	0.00	0.00	0.00	0.00
1306HEALTH PHYSICS	1	0.00	0.00	0.00	0.00
2210INFORMATION TECHNOLOGY MANAGEMENT	0	0.00	0.00	0.00	0.00

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Qualified Applicants for MCO (PWD)

Answer Yes

b. Qualified Applicants for MCO (PWTD)

Answer Yes

See answer provided in Section I Efforts to Reach Regulatory Goals. For more details, see MD-715 Part E3. NRC Workforce Analysis Section 9 “Internal Competitive Promotions for NRC Mission-Critical Occupations,” Pp. 40. See also Workforce Table B6P, “Mission Critical Occupations,” and Table B3, “Occupational Categories-Distribution by Disability (Participation Rate).”, and Table B7, “Senior Grade Levels (Participation Rate).”

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Promotions for MCO (PWD)

Answer Yes

b. Promotions for MCO (PWTD)

Answer Yes

See answer provided in Section I Efforts to Reach Regulatory Goals. For more details, see MD-715 Part E3. NRC Workforce Analysis Section 9 “Internal Competitive Promotions for NRC Mission-Critical Occupations,” Pp. 40. See also Workforce Table B6P, “Mission Critical Occupations,” and Table B3, “Occupational Categories-Distribution by Disability (Participation Rate).”, and Table B7, “Senior Grade Levels (Participation Rate).”

## Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

## A. ADVANCEMENT PROGRAM PLAN

Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

The NRC continues to offer foundational leadership and professional development training through the Leadership Academy. This program offers PWD a variety of instructor-led leadership and interpersonal skills courses. Through courses such as Leadership Orientation, Emotional Intelligence, and Building Your Leadership Potential Through Effective Communication, staff can assess their leadership potential, improve their interpersonal relationship skills, and begin learning about the OPM Leadership Competencies that are critical for successful career advancement. In FY 2019, HRTD launched three new instructor-led courses-- Strategies for Managing Your Career, Writing Your Resume, and Winning Interview Strategies—to specifically provide employees tools and strategies for navigating key career development activities such as choosing a career path or preparing for and participating in interviews. NRC also offers PWD two self-paced programs to develop leadership skills at different levels. The Aspiring Leaders Certificate Program (ALCP) for employees at grades GG 13 – 15 is a non-competitive NRC leadership development program designed to develop future supervisors. The Leader at All Levels Certificate Program (LCP) provides employees (GG 7-12) the opportunity to acquire and strengthen the fundamental leadership competencies that support self-awareness and self-management. Both programs support development of the OPM leadership competencies, offering instructor-led and online courses at the employee's own pace. In addition to instructor led-training, PWD have access to over 23,000 Skillsoft online courses, books, audiotapes, and videos in the Talent Management System (TMS), NRC's learning management system. In 2020, a new Career Enhancement Curriculum was added to TMS. Consisting of online courses, videos, and books, PWD can now listen to an audiobook or watch a 3-5-minute expert insight video to develop their professional skills and enhance their career a time and place convenient to their schedule. Through the TMS online learning resources, PWD serving in administrative and corporate positions can acquire the foundational skills they need to successfully perform at higher levels and be more competitive when seeking new opportunities as they become available. In 2020, the agency engaged in a number of other initiatives designed to ensure PWD and PWTD were provided sufficient advancement opportunity [see MD-715, Part E3, "Workforce Analyses" Sec. 10 Hiring and Recruitment: Focus- Noncompetitive Hiring, Rotations, Details, Assignments, Advancements, and Other Selections. Pp. 47. In 2020, NRC launched two additional initiatives to help PWD advance their careers and professional development. The Guide to Career Enhancement is a SharePoint site of tools and resources to help staff assess their skills set, reflect on personal priorities, and prepare for future job opportunities. The Career Mentoring Program is a self-service program for PWD who are motivated to develop their skill and career, and Mentors who want to share their knowledge and experience. These new initiatives, in combination with other learning and training resources, reflect NRC's strategic choice to help PWD develop their skills and grow in their careers. On an annual basis, NRC reviews the demographics of participation in the various career development and advancement programs. NRC also leverages the Advisory Committee on Employees with Disabilities to provide feedback.

## B. CAREER DEVELOPMENT OPPORTUNITIES

1. Please describe the career development opportunities that the agency provides to its employees.

The NRC launched two initiatives to help PWD advance their careers and professional development. The Guide to Career Enhancement SharePoint site provides tools and resources to help staff assess their skills, reflect on personal priorities, and prepare for future job opportunities. The Career Mentoring Program is a self-service program for employees who are motivated to develop their careers and/or specific skills, and Mentors who want to share their knowledge and experience. These new initiatives, in combination with other learning and training resources, reflect NRC's strategic choice to help PWD develop their skills and grow in their careers. The NRC will also be launching an internal program called NRC Open Opportunities where employees can apply to participate in projects, workgroups, etc. These opportunities look for employees who can contribute their existing skills and develop new ones. The program facilitates collaboration and knowledge sharing across the agency. This program will allow for more opportunities for PWD to work in other areas to demonstrate their skills and abilities, as well as grow their network. [see also MD-715 ,Part E3, "Workforce Analysis." Sec.11. Training and Development Opportunities Pp. 47-50].

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/ approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Fellowship Programs	0	0	0.0%	0.0%	0.0%	0.0%
Mentoring Programs	0	0	0.0%	0.0%	0.0%	0.0%
Coaching Programs	0	0	0.0%	0.0%	0.0%	0.0%
Training Programs	0	0	0.0%	0.0%	0.0%	0.0%
Detail Programs	0	0	0.0%	0.0%	0.0%	0.0%
Other Career Development Programs	542	23	0.37%	0.0%	0.18%	0.0%
Internship Programs	0	0	0.0%	0.0%	0.0%	0.0%

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWD)

Answer Yes

b. Selections (PWD)

Answer Yes

The EEO office reviewed the Workforce Table Data (See B7) to identify career development program information related to senior grade levels (i.e., Executives, Managers, Supervisors, SES, GG-15, GG-14 and GG-13). The data reflects 0 for program slots, eligibility number, applicants, and selections for career development programs. The EEO office continues to collaborate with OCHCO around establishing an information/data collections system that track employee participation in career development opportunities, such as: internship, fellowship, mentoring, coaching, training, Detail, and other career development programs. Some progress was made in 2019 [see MD-715, “Workforce Analysis” – Training and Development]. It is anticipated that NRC will make steady progress during 2020-2021 and will be able to provide EEOC with another progress update during the fourth quarter of 2021. The EEO will review the applicant data once its available.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWTD)

Answer No

b. Selections (PWTD)

Answer No

The EEO Office is unable to conduct an analysis due to no information/data being provided.

## C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

a. Awards, Bonuses, & Incentives (PWD)

Answer Yes

b. Awards, Bonuses, & Incentives (PWTD)

Answer Yes

The EEO office identified a trigger related to the PWD and PWTD groups based on the disparities identified when comparing the time-off awards made to PWD and PWTD with employees who self-identified as not having a disability related to: Time-off awards for 1-10 hours, 11-20 hours and PWD related to time off awards for 21-30 hours and 31-40 hours. See MD-715 Part E3 Workforce



Analysis Section 12. Retention Efforts, Including Salary Distribution and Time Off and Cash Awards (Pp. 52-55), Subsections 12.3 Employee Incentives, 12.4 Employee Recognition and Awards, 12.5 Time-Off Awards (1-10 Hours), 12.6 Time-Off Awards (11-20 Hours), 12.7 Time-Off Awards (21-30 Hours), 12.8 Time-Off Awards (31-40 Hours), 12.9 Time-Off Awards (41 or More Hours). The EEO office identified a trigger related to the PWD and PWTD groups based on the disparities identified when comparing the cash awards to PWD and PWTD for \$500 or under, \$501-\$999, \$1,000-\$1,999, \$2,000-\$2,999, \$3,000-\$3,999, \$4,000-\$4,999, and \$5,000 or more. See MD-715 Part E3 Workforce Analysis Section 12. Retention Efforts, Including Salary Distribution and Time Off and Cash Awards (Pp. 55-61).

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	737	24.29	27.08	29.41	23.30
Time-Off Awards 1 - 10 Hours: Total Hours	5605	215.24	202.42	247.06	209.09
Time-Off Awards 1 - 10 Hours: Average Hours	7	3.81	0.29	23.53	0.00
Time-Off Awards 11 - 20 hours: Awards Given	120	3.33	4.43	5.88	2.84
Time-Off Awards 11 - 20 Hours: Total Hours	1828	45.71	67.46	70.59	40.91
Time-Off Awards 11 - 20 Hours: Average Hours	15	6.19	0.62	35.29	0.57
Time-Off Awards 21 - 30 hours: Awards Given	4	0.48	0.12	0.00	0.57
Time-Off Awards 21 - 30 Hours: Total Hours	123	11.43	4.06	0.00	13.64
Time-Off Awards 21 - 30 Hours: Average Hours	30	11.43	1.35	0.00	13.64
Time-Off Awards 31 - 40 hours: Awards Given	3	0.00	0.08	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	103	0.00	2.95	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	34	0.00	1.48	0.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	1	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	65	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	65	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	1425	40.00	52.85	50.00	38.07
Cash Awards: \$501 - \$999: Total Amount	1050355	29579.52	38961.35	39511.76	27660.80
Cash Awards: \$501 - \$999: Average Amount	737	351.90	30.24	2323.53	-28.98
Cash Awards: \$1000 - \$1999: Awards Given	1226	43.33	44.60	38.24	44.32
Cash Awards: \$1000 - \$1999: Total Amount	1734807	63698.57	62941.28	57317.65	64931.25
Cash Awards: \$1000 - \$1999: Average Amount	1415	699.52	57.90	4408.82	-17.05
Cash Awards: \$2000 - \$2999: Awards Given	948	27.62	35.21	26.47	27.84

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$2000 - \$2999: Total Amount	2334756	69264.29	86692.37	65497.06	69992.05
Cash Awards: \$2000 - \$2999: Average Amount	2462	1193.81	101.03	7276.47	18.75
Cash Awards: \$3000 - \$3999: Awards Given	409	10.48	15.55	17.65	9.09
Cash Awards: \$3000 - \$3999: Total Amount	1387304	35660.00	52821.75	61502.94	30667.61
Cash Awards: \$3000 - \$3999: Average Amount	3391	1620.48	139.35	10250.00	-46.59
Cash Awards: \$4000 - \$4999: Awards Given	107	3.33	3.98	0.00	3.98
Cash Awards: \$4000 - \$4999: Total Amount	455843	14283.81	16928.89	0.00	17043.18
Cash Awards: \$4000 - \$4999: Average Amount	4260	2040.48	174.52	0.00	2434.66
Cash Awards: \$5000 or more: Awards Given	186	5.24	7.10	2.94	5.68
Cash Awards: \$5000 or more: Total Amount	2543162	66180.95	97668.53	42647.06	70727.27
Cash Awards: \$5000 or more: Average Amount	13672	6016.19	564.55	42647.06	-1060.23

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

a. Pay Increases (PWD)

Answer Yes

b. Pay Increases (PWTD)

Answer Yes

The EEO office identified a trigger related to the PWD and PWTD groups based on the disparities identified when comparing the quality step increase awards made to PWD and PWTD with employees who self-identified as not having a disability. See MD-715 Part E3 Workforce Analysis Section 12. Retention Efforts, Including Salary Distribution and Time Off and Cash Awards (Pp. 61-62), Subsection 12.17 Quality Step Increases Awarded.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	0	0.00	0.00	0.00	0.00

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD)

Answer No

b. Other Types of Recognition (PWTD)

Answer No

## D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your

plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

For more information see Table B7 (Participation Rate), and MD-715 Part E3 Workforce Analysis (Pp. 40-47). The NRC issued 2 vacancy announcements for promotion to a SES or equivalent position. NRC received 9 applications. Within the group, 6 self-identified as “no disability” (66.67 percent), and 3 employees did not self identify their status (33.33 percent). All 9 applicants were determined qualified for the position and referred to the hiring official. There were no employees interviewed for the position. The NRC selected 2 employees. There were no PWD applicants selected for employment. Similar issues were noted with the GG-15, GG-14, and GG-13 promotional positions. The NRC issued 18 vacancy announcements for promotion to a GG-15 or equivalent position. NRC received 275 applications. Within the GG-15 or equivalent process, 126 applicants self-identified as “no disability” (45.82 percent), 130 employees did not self-identify their status (47.27 percent), and 20 employee self-identified as PWD (7.27 percent). NRC determined 201 applicants were qualified for the position. NRC referred 289 applicants to the hiring official (??? Conflicting data/numbers don’t match). There were no employees interviewed for the position. There were 23 selections of whom, there were 21 nondisabled individuals (91.30 percent), and 2 PWD (8.70 percent) selected for GG-15 or equivalent positions. The NRC issued 32 vacancy announcements for promotion to a GG-14 or equivalent position. NRC received 252 applications. Within the GG-14 or equivalent process, 101 applicants self-identified as “no disability” (40.08 percent), 149 employees did not self-identify their status (59.13 percent), and 3 employees self-identified as PWD (1.19 percent). NRC determined that there were 223 applicants qualified for the position. NRC referred 315 applicants to the hiring official (??? Conflicting data/numbers don’t match). There were no employees interviewed for the position. There were 36 employee selections of whom, there were 23 nondisabled individuals selected, 3 who did not identify a disability, and 1 PWD selected for GG-14 or equivalent positions. The NRC issued 1 vacancy announcement for promotion to a GG-13 or equivalent position. NRC received 37 applications. Within the GG-13 or equivalent process, 16 applicants self-identified as “no disability” (43.24 percent), 17 employees did not self-identify their status (45.95 percent), and 4 employee self-identified as PWD (10.81 percent). There were no employees interviewed for the position. There were no PWD selected for a GG-13 or equivalent. position.

2. Does your agency have a trigger involving PWTB among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWTB) Answer Yes

ii. Internal Selections (PWTB) Answer Yes

## b. Grade GS-15

i. Qualified Internal Applicants (PWTD)	Answer	Yes
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ii. Internal Selections (PWTD)	Answer	Yes
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## c. Grade GS-14

i. Qualified Internal Applicants (PWTD)	Answer	Yes
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ii. Internal Selections (PWTD)	Answer	Yes
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## d. Grade GS-13

i. Qualified Internal Applicants (PWTD)	Answer	Yes
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ii. Internal Selections (PWTD)	Answer	Yes
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For more information see Table B7 (Participation Rate) and MD-715 Part E3 Workforce Analysis, Pp. 40-47. The NRC issued 2 vacancy announcements for promotion to a SES or equivalent position. NRC received 9 applications. Within the group, 6 self-identified as “no disability” (66.67 percent), and 3 employees did not self identify their status (33.33 percent). All 9 applicants were determined qualified for the position and referred to the hiring official. There were no employees interviewed for the position. The NRC selected 2 employees. There were no PWD applicants selected for employment. Similar issues were noted with the GG-15, GG-14, and GG-13 promotional positions. The NRC issued 18 vacancy announcements for promotion to a GG-15 or equivalent position. NRC received 275 applications. Within the GG-15 or equivalent process, 126 applicants self-identified as “no disability” (45.82 percent), 130 employees did not self-identify their status (47.27 percent), and 7 employees self-identified as PWTD (2.55 percent). NRC determined 201 applicants were qualified for the position. NRC referred 289 applicants to the hiring official (??? Conflicting data/numbers don’t match). There were no employees interviewed for the position. There were 23 selections of whom, there were 21 nondisabled individuals (91.30 percent), and 1 PWTD (4.35 percent) was selected for a GG-15 or equivalent position. The NRC issued 32 vacancy announcements for promotion to a GG-14 or equivalent position. NRC received 252 applications. Within the GG-14 or equivalent process, 101 applicants self-identified as “no disability” (40.08 percent), 149 employees did not self-identify their status (59.13 percent), and 3 employees self-identified as PWTD (1.19 percent). NRC determined that there were 223 applicants qualified for the position. NRC referred 315 applicants to the hiring official (??? Conflicting data/numbers don’t match). There were no employees interviewed for the position. There were 36 employee selections for GG-14 or equivalent positions of whom, there were 23 nondisabled individuals selected, 3 who did not identify a disability, and 1 PWTD (2.78 percent). The NRC issued 1 vacancy announcement for promotion to a GG-13 or equivalent position. NRC received 37 applications. Within the GG-13 or equivalent process, 16 applicants self-identified as “no disability” (43.24 percent), 17 employees did not self-identify their status (45.95 percent), and 1 employee self-identified as PWTD (2.70 percent). NRC determined that 20 applicants were qualified for the position and referred them to the hiring official. There were no employees interviewed for the position. One employee was selected for the position. There were no PWD selected for a GG-13 or equivalent position.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD)	Answer	Yes
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b. New Hires to GS-15 (PWD)	Answer	Yes
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c. New Hires to GS-14 (PWD)	Answer	Yes
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d. New Hires to GS-13 (PWD)	Answer	Yes
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For more information see Table B7 (Participation Rate). The NRC issued 1 new hire vacancy announcement for an SES or equivalent position. NRC received 18 applications. Within the group, 7 self-identified as “no disability” (38.89 percent), 10 employees did not self identify their status (55.56 percent), and 1 employee self-identified as PWD (5.56 percent). Eighteen

applicants were determined qualified for the position. One applicant was referred to the hiring official. There were no employees interviewed for the position. The NRC selected 1 employee. There were no PWD applicants selected for employment. The NRC issued 1 new hire vacancy announcement for a GG-15 or equivalent position. NRC received 47 applications. Within the group, 25 self-identified as “no disability” (53.19 percent), 18 employees did not self identify their status (38.30 percent), and 4 employees self-identified as PWD (8.51 percent). Forty-six applicants were determined qualified for the position. Thirty-three applicants were referred to the hiring official. There were no employees interviewed for the position. The NRC selected 1 employee. There were no PWD applicants selected for employment. The NRC issued 3 new hire vacancy announcements for a GG-14 or equivalent position. NRC received 188 applications. Within the group, 71 self-identified as “no disability” (37.77 percent), 100 employees did not self identify their status (53.19 percent), and 17 employees self-identified as PWD (9.04 percent). One hundred fifty-five applicants were determined qualified for the position. One hundred sixty applicants were referred to the hiring official. There were no employees interviewed for the position. The NRC selected 3 employees. There were 0 PWD applicants selected for employment. The NRC issued 5 new hire vacancy announcements for a GG-13 or equivalent position. NRC received 378 applications. Within the group, 126 self-identified as “no disability” (33.33 percent), 101 employees did not self identify their status (26.72 percent), and 13 employees self-identified as PWD (3.44 percent). NRC determined that 177 applicants were qualified for the position. NRC referred 269 applicants to the hiring official. There were no employees interviewed for the position. The NRC selected 9 employees. There was 1 PWD applicant selected for employment.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTD)	Answer	Yes
b. New Hires to GS-15 (PWTD)	Answer	Yes
c. New Hires to GS-14 (PWTD)	Answer	Yes
d. New Hires to GS-13 (PWTD)	Answer	Yes

For more information see Table B7 (Participation Rate). The NRC issued 1 new hire vacancy announcement for an SES or equivalent position. NRC received 18 applications. Within the group, 7 self-identified as “no disability” (38.89 percent), 10 employees did not self identify their status (55.56 percent), and 1 employee self-identified as a PWTD (5.56 percent). Eighteen applicants were determined qualified for the position. One applicant was referred to the hiring official. There were no employees interviewed for the position. The NRC selected 1 employee. There were no PWTD applicants selected for employment. The NRC issued 1 new hire vacancy announcement for a GG-15 or equivalent position. NRC received 47 applications. Within the group, 25 self-identified as “no disability” (53.19 percent), 18 employees did not self identify their status (38.30 percent), and 3 employees self-identified as a PWTD (6.38 percent). Forty-six applicants were determined qualified for the position. Thirty-three applicants were referred to the hiring official. There were no employees interviewed for the position. The NRC selected 1 employee. There were no PWTD applicants selected for employment. The NRC issued 3 new hire vacancy announcements for a GG-14 or equivalent position. NRC received 188 applications. Within the group, 71 self-identified as “no disability” (37.77 percent), 100 employees did not self identify their status (53.19 percent), and 10 employees self-identified as a PWTD (5.32 percent). One hundred fifty-five applicants were determined qualified for the position. One hundred sixty applicants were referred to the hiring official. There were no employees interviewed for the position. The NRC selected 3 employees. There were 0 PWTD applicants selected for employment. The NRC issued 5 new hire vacancy announcements for a GG-13 or equivalent position. NRC received 378 applications. Within the group, 126 self-identified as “no disability” (33.33 percent), 101 employees did not self identify their status (26.72 percent), and 9 employees self-identified as PWD (2.38 percent). NRC determined that 177 applicants were qualified for the position. NRC referred 269 applicants to the hiring official. There were no employees interviewed for the position. The NRC selected 9 employees. There were 0 PWTD applicants selected for employment.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	Yes
b. Managers		
i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	Yes
c. Supervisors		
i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	Yes

For more information see Workforce Table B7: Senior Grade Levels (Participation Rate), and MD-715 Part E3, (Pp. 40-47). The EEO office identified triggers related to Executive promotions. The NRC issued 1 Executive vacancy announcement. NRC received 3 applications. Within the Executives' internal competitive promotion process, all 3 applicants self-identified as "no disability" (100.00 percent). NRC determined all 3 applicants were qualified for the position and referred them to the hiring official. There were no employees interviewed for the position. There was 1 employee selected. The NRC issued 2 manager vacancy announcements. NRC received 20 applications. Within the managers internal competitive promotion process, 8 applicants self-identified as "no disability" (40.00 percent), 10 employees did not self-identify their status (50.00 percent), and 2 employee self-identified as PWD (10.00 percent). NRC determined that there were 20 applicants qualified for the position of whom, none were PWD. These employees were referred to the hiring official. There were no employees interviewed for the position. Two employees were promoted to manager positions. There was 1 PWD (50.00 percent) selected for promotion to the manager position. The NRC issued 7 supervisor vacancy announcements. NRC received 77 applications. Within the supervisors' internal competitive promotion process, 36 applicants self-identified as "no disability" (46.75 percent), 35 employees did not self-identify their status (45.45 percent), and 7 employee self-identified as PWD (9.09 percent). NCR determined that 63 applicants were qualified for the position, including 7 PWTD (11.11 percent). Seventy-two applicants were referred to the hiring official. There were no employees interviewed for the position. There were 9 employees promoted to supervisor positions. There were no PWD selected for promotion to the supervisor position.

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
b. Managers		
i. Qualified Internal Applicants (PWTD)	Answer	Yes
ii. Internal Selections (PWTD)	Answer	Yes
c. Supervisors		
i. Qualified Internal Applicants (PWTD)	Answer	Yes
ii. Internal Selections (PWTD)	Answer	Yes

For more information see Workforce Table B7, and MD-715 Part E3, (Pp. 40-47). The EEO office identified triggers related to Executive promotions. The NRC issued 1 Executive vacancy announcement. NRC received 3 applications. Within the Executives' internal competitive promotion process, all 3 applicants self-identified as "no disability" (100.00 percent). NRC determined all 3

applicants were qualified for the position and referred them to the hiring official. There were no employees interviewed for the position. There was 1 employee selected. The NRC issued 2 manager vacancy announcements. NRC received 20 applications. Within the managers internal competitive promotion process, 8 applicants self-identified as “no disability” (40.00 percent), 10 employees did not self-identify their status (50.00 percent), and 1 employee self-identified as PWTD (5.00 percent). NRC determined that there were 20 applicants qualified for the position of whom, none were PWTD. These employees were referred to the hiring official. There were no employees interviewed for the position. Two employees were promoted to manager positions. There were no PWTD selected for promotion to the manager position. The NRC issued 7 supervisor vacancy announcements. NRC received 77 applications. Within the supervisors’ internal competitive promotion process, 36 applicants self-identified as “no disability” (46.75 percent), 35 employees did not self-identify their status (45.45 percent), and 2 employees self-identified as PWTD (2.60 percent). NCR determined that 63 applicants were qualified for the position, including 7 PWTD (11.11 percent). Seventy-two applicants were referred to the hiring official. There were no employees interviewed for the position. There were 9 employees promoted to supervisor positions. There were no PWTD selected for promotion to the supervisor position.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWD)	Answer	Yes
b. New Hires for Managers (PWD)	Answer	No
c. New Hires for Supervisors (PWD)	Answer	Yes

For more information see Table B7 Senior Grade Levels (Participation Rate) , and MD-715 Part E3. The NRC issued 1 new hire vacancy announcement for executive position. NRC received 18 applications. Within the group, 7 self-identified as “no disability” (38.89 percent), 10 employees did not self identify their status (55.56 percent), and 1 employee self-identified as PWD (5.56 percent). Eighteen applicants were determined qualified for the position of whom, there were no PWD. One applicant was referred to the hiring official. There were no employees interviewed for the position. The NRC selected 1 employee. There were no PWD applicants selected for employment. The NRC issued 0 new hire vacancy announcements for manager position. The NRC issued 1 new hire vacancy announcement for supervisor position. NRC received 47 applications. Within the group, 25 self-identified as “no disability” (53.19 percent), 18 employees did not self identify their status (38.30 percent), and 4 employees self-identified as PWD (8.51 percent). Forty-six applicants were determined qualified for the position of whom, there were no PWD. Thirty-three applicants were referred to the hiring official. There were no employees interviewed for the position. The NRC selected 1 employee. There were no PWD applicants selected for employment.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWTD)	Answer	Yes
b. New Hires for Managers (PWTD)	Answer	No
c. New Hires for Supervisors (PWTD)	Answer	Yes

For more information see Table B7 Senior Grade Levels (Participation Rate), and MD-715 Part E3. The NRC issued 1 new hire vacancy announcement for executive position. NRC received 18 applications. Within the group, 7 self-identified as “no disability” (38.89 percent), 10 employees did not self identify their status (55.56 percent), and 1 employee self-identified as PWTD (5.56 percent). Eighteen applicants were determined qualified for the position of whom, there were no PWD. One applicant was referred to the hiring official. There were no employees interviewed for the position. The NRC selected 1 employee. There were no PWD applicants selected for employment. The NRC issued 0 new hire vacancy announcements for manager position. The NRC issued 1 new hire vacancy announcement for supervisor position. NRC received 47 applications. Within the group, 25 self-identified as “no disability” (53.19 percent), 18 employees did not self identify their status (38.30 percent), and 3 employees self-identified as PWD (6.38 percent). Forty-six applicants were determined qualified for the position of whom, there were no PWD. Thirty-three applicants were referred to the hiring official. There were no employees interviewed for the position. The NRC selected 1 employee. There were no PWTD applicants selected for employment.

## Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer N/A

N/A. There were no employees who fell under the identified category. .

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWD)

Answer Yes

b. Involuntary Separations (PWD)

Answer Yes

For more information see Workforce Table B1-2: Total Workforce (Inclusion Rate). The NRC experienced 116 workforce retirements. Persons without disabilities accounted for 99 retirements (3.74 percent). There were 17 PWD retirements (7.83 percent), which exceeded that of nondisabled employees. The NRC also experience 70 other separations. Persons without disabilities accounted for 58 other separations (2.19 percent). There were 12 PWD other separations (5.53 percent), which exceeded that of nondisabled employees. The NRC 2020 total separation count was 236 employees. Persons without disabilities accounted for 203 total separations (7.66 percent). There were 33 PWD total separations (15.21 percent), which exceeded that of nondisabled employees. The NRC total workforce removal consisted of 3 employees of whom, there were: 2 nondisabled (0.08 percent), and 1 PWD (0.46 percent) individuals.

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	3	0.46	0.08
Permanent Workforce: Resignation	20	0.46	0.72
Permanent Workforce: Retirement	113	7.83	3.62
Permanent Workforce: Other Separations	47	3.69	1.47
Permanent Workforce: Total Separations	183	12.44	5.89

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWTD)

Answer Yes

b. Involuntary Separations (PWTD)

Answer No

For more information see Workforce Table B1-2: Total Workforce (Inclusion Rate). There were 1 PWTD other separations (2.86 percent), which exceeded that of nondisabled employees (2.19 percent). Persons without disabilities accounted for 203 total separations (7.66 percent). There were 2 PWTD total separations (5.71 percent), which exceeded that of nondisabled employees.

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00



Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Removal	3	0.00	0.11
Permanent Workforce: Resignation	20	0.00	0.71
Permanent Workforce: Retirement	113	2.86	3.96
Permanent Workforce: Other Separations	47	0.00	1.66
Permanent Workforce: Total Separations	183	2.86	6.43

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

The NRC has noted concerns raised by departing employees in exist interview surveys. As a result, MD-715 Part H and Part I plans have been instituted, and SBCR and OCHCO will be coordinating efforts during FY 2021 to put in-place change strategies.

## B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

The NRC is committed to making every possible effort to ensure that all information on its internal Web site is accessible. Section 508 of the Rehabilitation Act Link to non-NRC Site (29 U.S.C. 794d), as amended in 1998, is a federal law that requires agencies to provide individuals with disabilities equal access to electronic information and data comparable to those who do not have disabilities, unless an undue burden would be imposed on the agency. The Section 508 standards are the technical requirements and criteria that are used to measure conformance within this law. More information on Section 508 and the technical standards can be found at [www.section508.gov](http://www.section508.gov) Link to non-NRC Site. If you have any comments, concerns, or questions regarding the accessibility of our Web site please Contact the Web Site Staff Link to NRC Public Site. In your message, please include the Web site address or URL and the specific problems you have encountered. Section 508 policy and compliance guidance information can be found on the NRC Section 508 Web page. For questions about NRC Section 508 policy and compliance guidance or to provide comments and/or feedback on the NRC's Section 508 program please contact [Section508@nrc.gov](mailto:Section508@nrc.gov). Complaints regarding noncompliance with Section 508 of the Rehabilitation Act should be filed with NRC's Office of Small Business and Civil Rights (SBCR). Click on How to File a Complaint for information about SBCR's complaint process and Standard Form 782 to file an electronic complaint. For additional information, please contact Stephen Smith, Civil Rights Program Manager at 301-415-7380, or [EEOPrograms.Resource@nrc.gov](mailto:EEOPrograms.Resource@nrc.gov). The EEO office conducts NRC's Internal Disability Compliance Program, which implements the provisions of 10 CFR Part 4, Subpart E, "Enforcement of Nondiscrimination on the Basis of Disability in Programs or Activities Conducted by the U.S. Nuclear Regulatory Commission.

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

The EEO office conducts NRC's Internal Disability Compliance Program, which implements the provisions of 10 CFR Part 4, Subpart E, "Enforcement of Nondiscrimination on the Basis of Disability in Programs or Activities Conducted by the U.S. Nuclear Regulatory Commission," which includes compliance with the Architectural Barriers Act and a description of how to file a complaint. The internet address is, as follows: <https://www.nrc.gov/reading-rm/doc-collections/cfr/part004/>.

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

The EEO office conducted a review of NRC's 2020 Building Accessibility Report. NRC completed several renovation projects in

2019. All renovations were designed to meet current Americans with Disabilities Act Accessibility Guidelines (ADAAG). NRC, along with the building landlord, and GSA, renovated the first-floor lobby. Those renovations are described, herein. The existing restrooms were not renovated since they are in good shape and meet ADA Accessibility Guidelines, but NRC replaced each restroom door and added ADA compliant automatic door openers. Most of the lobby renovation consisted of upgrading the lobby finishes. NRC replaced the wall finishes, ceiling tiles, the fire alarm strobes and speakers, and enhanced the lighting levels throughout the lobby with LED lighting. The two existing drinking fountains were replaced with new ADA compliant drinking fountains with built-in bottle fillers. The existing door openers on the P-1 level elevator lobby doors and the 7th floor men and women restrooms were upgraded with “wave” disability door openers. NRC is testing the new touchless “wave” disability door openers on these three doors before replacing all the existing disability touch pads throughout the NRC headquarter complex. As part of the lease, the landlord completed upgrading all eight elevators located in TWFN with new controls, motors, and the elevator cabs meets the current ADA accessibility guidelines. Two of the eight elevators were completed in FY 2020. The other six elevators were upgraded in FY2018 and FY2019.

## C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

Within five (5) business days of receipt of the request, the Reasonable Accommodation Coordinator (RAC) or designee will begin reviewing the request and will keep the requestor and requestor’s supervisor apprised of the status or the need for any additional information or other delay as the nature of the request demands. The NRC will process requests for reasonable accommodations and provide accommodations, where appropriate, in as short a time frame as reasonably possible. Interim accommodations may be approved as a temporary provisional measure for cases that present extenuating circumstances. The NRC’s Reasonable Accommodation Procedures contains a section entitled “Reasonable Accommodation Timeline,” which identifies specific actions and the associated timelines. For more information click <http://drupal.nrc.gov/ochco/catalog/303>.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency’s reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

NRC’s Management Directive (MD-10.62) on Disability Programs and Reasonable Accommodations was revised to provide more current and accurate information. The reasonable accommodations procedures align with new requirements of EEOC’s 501 Final Rule and are posted on the NRC’s public and internal Web sites. The agency is also finalizing updates to the agency procedures and training for requesting premium class travel due to disabilities. In 2020, four sessions of management training were also held as part of the agency’s mandatory EEO and Diversity Management Training for Managers and Supervisors.

## D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

*Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.*

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

The NRC included its Personal Assistant Services (PAS) procedures in the EEOC approved Reasonable Accommodations Procedures (RAP). Requests for PAS will be made in the same manner as all other requests for reasonable accommodations outlined in Section I of the RAP. The PAS provides PWTs assistance with daily needs that would otherwise prevent them from being able to work such as eating and attending to other daily personal care needs such as toileting. OCHCO has determined that requests for PAS for applicants and employees will be requested and procured using a personal assistance service provider. This

will be done in conjunction with the NRC's Office of Administration's Acquisition Management Division. All requests will be managed by the Disability Program Manager. The NRC has explored various ways to meet this requirement while also abiding by contracting and procurement requirements. The agency determined that the best path forward was to create a task order on an existing health services contract to procure these services. In the event the agency received a PAS request before the task order was in place, the agency would pay for services using an agency bank card as a temporary measure. All procurements will comply with established EEOC guidance.

## Section VII: EEO Complaint and Findings Data

### A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

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### B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer Yes

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

none

## Section VIII: Identification and Removal of Barriers

*Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.*

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer Yes

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer Yes

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)				
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B1				
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	The 2018 Statement of Condition that was a Trigger for a Potential Barrier will remain in-place for the following: (1) Existence of triggers for PWD among the new hires in the permanent workforce. (2) Existence of triggers associated with participation rate of PWD and PWTD in the agency's total workforce. (3) Data collections mechanism that track career development opportunities that require competition and/or supervisory recommendation/approval to participate.				
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i>				
<b>Barrier Analysis Process Completed?:</b>	N				
<b>Barrier(s) Identified?:</b>	N				
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>		<b>Description of Policy, Procedure, or Practice</b>		
<b>Objective(s) and Dates for EEO Plan</b>					
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>
<b>Responsible Official(s)</b>					
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>	
<b>Planned Activities Toward Completion of Objective</b>					
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>
<b>Report of Accomplishments</b>					
<b>Fiscal Year</b>	<b>Accomplishment</b>				
2020	[see MD-715, Part E3, Workforce Analysis" for other accomplishments].				

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

The NRC was in the process of developing a Disability Program Strategic Project Plan for FY 2019 – FY 2024. The plan was completed in FY20 and it is posted on NRC's public website. The Plan identifies 5 target areas: recruitment, hiring, retention, development and career progression, and cultural change. All target areas include a goal along with corresponding action items. NRC plans to conduct a focus group in fiscal year 2020, with NRC employees, to Identify challenges and barriers for people with disabilities when applying and interviewing for jobs at the NRC, receiving training and developmental opportunities, and applying for and being selected for promotions/new opportunities. However, due to the COVID-19, this may be delayed until later during FY21. OCHCO determined that the plan to interview people who are not employed by the NRC requires the agency to get OMB clearance for any type of survey or questions. Therefore, this activity is not being pursued. However, NRC is planning on doing a focus group with agency employees to Identify challenges and barriers for people with disabilities when applying and interviewing for jobs at the NRC, receiving training and developmental opportunities, and applying for and being selected for promotions/ new opportunities. Everything is in place – including questions and network announcement to solicit participants. – It has not been done as of this report.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

The EEOC advised the NRC, via letter dated September 30, 2019, that the agency's reasonable accommodations procedures are in compliance with EEOC regulations implementing Section 501 the Rehabilitation Act of 1973 (Section 501), as amended. After receiving EEOC's notification, NRC posted the RAP on the agency's internal and external websites. During 2020, NRC has been implementing the updated procedures, posting procedures, and ensuring manager and supervisor awareness to promote compliance with regulations and requirements.

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

The NRC is making meaningful progress towards achieving the employment benchmark goals (12 percent for PWD and 2 percent D) for employment of individuals with disabilities.